Appropriate Use of Information and Communication Technology

The School's information and communication technology (ICT) resources provide a large number of services to many aspects of educational and administrative practice. Ensuring the continuing utility and availability of these resources is the responsibility of service providers and consumers alike. These guidelines are intended to provide a framework for the protection and effective utilization of these resources.

ICT provided by the School for the use of employees, students and other members of the School community (visiting professionals, parents…) is the property of the School, and is intended to be used in a manner that is consistent with the School's mission.

These guidelines apply to all of the School's information and communication technologies, including, hardware such as personal computers, data projectors, scanners and printing devices, as well as software and other forms of information and communication technology that exist today or may be developed in the future. The use of personally owned equipment on the School's networks is covered by these guidelines as this also involves the use of School resources (time, Internet access...).

Additionally, these guidelines address the services that are provided through the School's ICT, including e-mail, Internet access, departmental network services, and other technologies. Moreover, as information technology protocols, applications, utilities and services are constantly changing, nothing in these guidelines restricts the authority of the relevant offices from initiating new rules or guidelines as circumstances dictate or as technology evolves.

Users of School ICT are expected to limit their use to the performance of School-related activities, although a reasonable allowance will be made for personal use (i.e. professional development and reasonable communications). Whether or not an amount of personal use would be considered reasonable would depend on the particular circumstances and the applicable laws and policies. Users of School ICT are required to abide by all applicable laws and policies in addition to these guidelines. Reasonable personal use does not include in any circumstances the visiting of pornographic websites, the storage or distribution of pornographic material, or the accessing, storage or distribution of unlawful or otherwise inappropriate (within the meaning of the guidelines) information.

Users should not have an expectation of complete privacy in using the School's ICT and related services. The issue of privacy is discussed further within these guidelines.

The various academic departments within the School that provide access to ICT have the authority to implement these guidelines and to monitor the usage of their services if they so choose.

There are two fundamental principles that the School follows in determining when use of its ICT is unacceptable. One is the *quantity of resources consumed*; the other, the *quality of the information transmitted*. The former is primarily an issue of *fairness* – of the equitable distribution of ICT resources; the latter is an issue of the *legality and potential harmfulness* of the information content, which is assessed

according to the policies, codes and external laws that govern behavior within the School.

It is recognized that some individuals using the School's ICT are extended members of our community and may not be involved in the performance of School-related activities. For example, visiting professionals, consultants, or guests using public access terminals, will not necessarily be performing School-related activities. The principles of fair and appropriate use as discussed in these guidelines are still applicable to the extent that they are relevant to specific ICT uses. For example, the use of public access terminals for extended periods of time thereby preventing students from accessing computing services, or excessive downloading through the School's Internet connection without appropriate authorization, would be considered an inappropriate use of resources.

Fair Allocation of Resources

The International School of Belgrade has many facilities and services that provide ICT to users. Since the capacity of the resources is finite, there are limitations that may be imposed upon the use of specific services. Those responsible for each facility or service may establish rules governing their users; such rules can address issues peculiar to the technology involved, and may constrain the use of any resource by any user, should such constraint be deemed necessary to provide equitable sharing of the resource among all eligible users.

When a faculty (e.g., DT Department, Humanities Department, Grade 5...) establishes rules for its users, the following principles shall be observed.
1. The use of institutionally provided ICT resources must be consistent with the academic mission of the School.
2. The faculty has a responsibility to make users aware of all such rules, preferably at the time that access to the facility or service is granted. Where feasible, users should be required to acknowledge their agreement to abide by these rules.
3. All such rules must be applied fairly and consistently to all the users governed by them.

The providers of services have the authority to implement, monitor and apply the rules and guidelines.

Allocation of consumables such as printing paper, ink cartridges, and rewritable CD's and DVD's… fall under the auspices of the Technology Department.

Appropriate Use of Resources

While quantitative limits on resource consumption are best set by those who manage the particular facility or service, qualitative constraints should be common across the School community and arise out of a variety of sources that are not necessarily specific to ICT. For example, a complaint about discrimination or harassment in which information technology was used as a vehicle should be dealt with as any other case of discrimination or harassment would be; the involvement of ICT does not of itself make the problem special. In this regard, these guidelines simply serve as reference to some of the relevant laws, policies and codes that should be used to

determine whether usage is appropriate, what action to take when inappropriate use is alleged or suspected, and what penalties may apply for misuse.

Freedoms
The International School of Belgrade will monitor ICT use and act on allegations of; the distribution of unlawful material; the use of its information technology to direct abusive, threatening or harassing communication toward any individual or group; other inappropriate use. There is further discussion in the "Inappropriate Use…" section below.

When students publish material to the public domain including online interest groups, associations, and social networks…, identifying information such as full name (first name is permissible), school, telephone number, and address is forbidden to be included. This also includes the publishing of digital images and video of students and staff, etc. (please refer to Inappropriate Use of Information and Communication Technology below).

Students are required to keep their passwords private and not share them with others.

In the interests of Internet Safety, students and parents are strongly encouraged to comply with these conditions outside school time.

Privacy
The School respects the reasonable privacy of electronic files stored or distributed on its servers and networks. However, users cannot have an expectation of complete privacy when using the School's ICT. ICT resources remain the School's property, and are provided to advance the School's mission. Accordingly, the School reserves the right to examine any electronic files where the School, in its sole discretion, determines that it has reason to do so.

Upon the need to exercise this right, a member of administration may direct ICT staff to extract data that reveals the quantity and quality of ICT usage.

*It should be noted, that files stored electronically have an **existence** that differs from paper files. While paper documents may be shredded, electronic documents may exist in multiple locations—on multiple servers and disk drives. The act of deletion from one's own hardware does not assure permanent erasure. Users of ICT should be aware of the continuing existence of their files.*

Although the School makes every effort to ensure the integrity and backup of data held, users are advised and required to ensure they have a second copy (backup) of all their academic data (including material residing within Moodlic VLE courses). For those who wish to backup data electronically there are a number of new internet services available (currently free of charge or for nominal once off payments) for this purpose.

Inappropriate Use of Information and Communication Technology
Users of information and communication technology may enjoy relatively unencumbered use of these services but in return they have an obligation to act

responsibly and respect the rights of others. An obvious requirement is to obey the laws of Serbia and where relevant, the laws of other nations, and to abide by the policies and codes of the School. These provisions deal with issues such as harassment, threatening behavior, hate crimes, libel and defamation, discrimination, theft, fraud and plagiarism, whether ICT is involved or otherwise. Particular faculties and services may impose additional conditions on their users. Some specific examples of inappropriate use that might arise from the violation of laws or School policies are set out below. The list is not exhaustive.

Unauthorized Use

The School is entitled to determine whether an activity is a legitimate use of the user's time and is consistent with the user's other obligations. If an ICT user is making personal use of a facility or service, the School has the discretion to require that this activity cease, and in some cases may impose disciplinary action.

Other members of the School community (alumni, visiting professionals, consultants…) who are granted access to our systems also have an obligation to use ICT resources in a way that does not conflict with the interests of the School, which is providing the resources.

Authorization Of Access

Access to ICT resources at The International School of Belgrade may only be provided by the personnel who are responsible for those systems. A person who has been given such access does not have the authority to extend that privilege to anyone else.

Individuals who have been assigned a computer or report-card account have a responsibility not to share their access with anyone else, even for the sake of convenience. Users should never share their passwords, nor should they permit other people, either internal or external to the organizational unit, to access or use their account by any other means.

Individuals are responsible for the actions taken under their identity. Any person who has reason to suspect that access to his or her account may have been compromised has an obligation to bring the situation promptly to the attention of the Technology Director.

Discrimination and Harassment

Although digital photography and videography are often integral tools for content creation and documentation, it is understood that the online or offline publication of images (manipulated or not) of students and staff (however tasteful) is considered offensive unless prior written permission is received. The use and publication of student images will require parental permission. Waivers are issued for parent signature at the beginning of each academic year.

The use of ICT by ISB students inside and outside the School to discriminate or harass members of the School Community or members of the general public (local or global) will be subject to disciplinary procedures in accordance with School policy.

Pornography
Using ICT resources to visit pornographic sites, or for the storage, or dissemination of pornographic material is illegal in Serbia.

Unauthorized Disclosure of Information
The disclosure of certain types of information is prohibited by law and/or policy which are applicable whether or not ICT is involved.

Copyright, Trademark and Intellectual Property Rights Violations
Unauthorized copying of software is covered by copyright law in Serbia and constitutes a criminal offence.

The use of commercial software for which a license fee is required, or the downloading and/or distribution of music or video files, for which license fees and distribution rights have not been paid or agreed upon, constitutes an infringement of Copyright, Trademark and Intellectual property rights, and is illegal.

Registered trademarks and letterheads of the School may be used only with the agreement of the School Director.

In other situations where an individual photographs, audiotapes or otherwise records activities in which she or he is taking part, without the permission of other participants, the nature of the activities must be examined. Where participants have a reasonable expectation of privacy, unauthorized recording of their activities may be unlawful.

Plagiarism
Issues of plagiarism and misrepresentation are covered by the Student Code of Conduct whether or not ICT is involved.

Criminal Activity
Issues of possible criminal activity, such as theft or criminal harassment or threats, are covered by internal policies such as the Student Code of Conduct.